

Fauquier County Department of Community Development
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FAMILY TRANSFER CHECKLIST Page 1 of 2

Please type or print legibly .

REQUIREMENT	YES	NO	N/A STATE REASON Use separate sheet if necessary
DOCUMENTATION			
1. Completed Land Development Application form with all property owners original signatures.			
2. Fee check.			
3. Five copies of a record plat showing proposed division and folded to 9" X 12" . *			
4. Two copies of signed Deed of Gift.			
5. If private street is used to access lot(s), provide private street notations in deed. (Section 7-305 and 7-306 of Zoning Ordinance)			
6. Deed includes note that the lot will not be voluntarily transferred to a non-immediate family for at least ten years. (Section 2-39.3A3 of Subdivision Ordinance)			
7. Original signed and notarized Family Transfer Affidavit.			
8. Approval from the Health Department for sewage disposal for new lot(s) and residue.			
9. If lot(s) served by non-exclusive right-of-way with maintenance agreement or homeowners association, consent is needed. (Section 2-39 (3)(A)(11) of Subdivision Ordinance)			
10. If property is zoned RA or RC, a current letter from the Zoning Office indicating subdivision potential must be included.			
11. Complete, signed Family Transfer Checklist.			
* FAMILY TRANSFER PLAT REQUIREMENTS See Section 10-4 of Subdivision Ordinance for details.			
1. Plat prepared by a land surveyor or engineer.			
2. Drawn to a scale not greater than 1" = 100' and the sheet size shall not exceed 18" x 24".			
3. Title under which the subdivision is proposed to be recorded.			
4. A certificate with original signature of the Land Surveyor.			
5. Name of individual or firm who prepared the plat.			
6. Date of plat.			
7. Scale of plat.			
8. Name or number of a section if part of a larger tract.			
9. A statement that "the subdivision of the land described herein is with the free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees".			
10. Signature panel for governing body 4 inches by 4 inches.			
11. The north point arrow.			

FAMILY TRANSFER CHECKLIST Page 2 of 2***Please type or print legibly .****** TRANSFER PLAT REQUIREMENTS**

See Section 10-4 of Subdivision Ordinance

12. Vicinity map, with north point arrow, scale, all adjoining roads, town/country boundaries and other landmarks within one mile radius.

13. The boundary lines of the area being subdivided.

14. All dimensions, both linear and angular for locating lots, streets, alleys and public easements.

15. Location and material of all permanent reference monuments.

16. Total acreages of lots, common open space, streets, and total site acreage.

17. Boldly printed Private Street Notation. (Section 7-306 of Zoning Ordinance)

18. All existing and proposed easements.

19. Existing and proposed right-of-way and widths.

20. Seal and original signature by the Engineer or Land Surveyor.

21. Floodplain note to read: " The subject property is located on FEMA Flood Insurance Rate Map, number 510055, Panel _____, dated _____. The property is located in Zone _____".

22. Current zoning of parcel.

23. Parcel Identification Number. (PIN)

24. If the residue can no longer be divided under this provision or otherwise, a note to that effect shall be contained in the deed and/or on the plat. (Section 2-39 (3)(10) of Subdivision Ordinance).

CERTIFICATION OF APPLICATION SUBMISSION

I hereby certify that the above stated information is included in the attached family transfer application and accompanying materials. Further, I have included on the plat any conditions required by proffers of an approved rezoning, special exception or variance approval, special agreements or covenants.

Engineer or Surveyor's Signature_____
Firm Name_____
Date

Application: _____ Accepted _____ Rejected

Development Technician_____
Date